

LANDSCAPE MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Landscape Maintenance Supervisor exists is to perform first-line landscape maintenance supervisory functions in the Community Services Department. This classification is supervisory. Work is performed under general supervision by a Service Area Manager.

ESSENTIAL FUNCTIONS

Assigns and reviews work for staff daily; ability to answers questions from staff relating to specific landscaping maintenance needs; estimates time requirements for each task; allocates manpower and coordinates maintenance scheduling year round.

Supervises work projects daily; interviews and selects employees; completes annual and biannual performance evaluations for staff.

Evaluates, monitors and coordinates contracts and the performance of outside contractors that support the Park, Recreation and Facility Division.

Plans and organizes work to be performed weekly; schedules equipment and personnel; orders materials (plants and tools); determines material types, quantities and qualities.

Reviews work of crews to ensure proper safety procedures follow that of the city's Voluntary Protection Program with OSHA.

Formats reports and presentations for management and commissions on work performed, labor, equipment and materials used for specific assignments for staff.

Supervises landscape repair and maintenance and schedules for seasonal tasks. Trains crew in equipment operation and record all certifications on a yearly basis, material types and uses, and material determination.

Communicates orally and in writing with contractors, merchants (Downtown, or Improvement Districts), employees and represents the Department/Division on various landscape construction/maintenance projects.

Assists in establishing and maintaining various work management data; prepares activity reports; audits work activities to assure compliance with planned programs for management; establishes in-house training of related equipment/tools; fosters professional development goals and expectations for staff related to landscape maintenance; resolves employee issues; reinforces City and Departmental policies/procedures with monthly (minimum) scheduled meetings.

Monitors and tracks landscape maintenance contractors of their assigned areas within the work management of the division. Analyzes and determines scope of contractual work. Prepares written inspection reports and deficient quality and corrective measures and timelines to meet audits performed in the field. Drafts contract specifications.

Monitors and submits written documentation for budget preparation and final review process within the division. Tracks monthly expenditures and procurement card procedures with staff. Researches and completes capital projects and decision package justification for biannual budget process.

Monitors contracts to meet budget targets and authorized payment schedules.

Researches ownership and easements of right of way, medians and Homeowners Association stipulations for new inventories within the Parks, Recreation and Facilities Division.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of service contract administration, purchasing methods and procedures, accounting principles and practices, and cost analysis.

Effective supervisory techniques.

The Arizona Landscape Professional Standards.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Use courtesy and tact with varied external business contacts while explaining city policies or services.

Utilize effective supervisory techniques.

Evaluate, monitor and coordinate contracts and the performance of outside contractors.

Communicate effectively orally and in writing.

Prepare written reports.

Plan and organize work to be performed weekly.

Schedule equipment and personnel.

Prepare and monitor a budget.

Order materials (plants and tools); determine material types, quantities and qualities.

Review work of crews to ensure proper safety procedures follow that of the city's Voluntary Protection Program with OSHA.

Train crew in equipment operation.

Operate a variety of standard office and landscape maintenance equipment such as computer terminal, copy and fax machine, and telephone requiring continuous and repetitive arm, hand and eye movement.

Comprehend and make inferences from written material and verbal and written instructions.

Maintain regular attendance and punctuality.

Research ownership and easements of right of way, medians and Homeowners Association stipulations for new inventories.

Develop and maintain effective relationships with co-workers, city staff, merchants, contractors and the general public.

Education & Experience

Any combination of four years of increasingly responsible park and or landscape maintenance experience, including three years lead or supervisory experience, contract development experience, and related course work in horticulture, landscape architecture, irrigation, or a related field.

Valid Arizona Driver's License required, and no major driving citations within the last 39 months.

Arizona Use Pesticide Certification through the Structural Pest Control Commission in turf, ornamental, and weed control and Certified Arborist is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified